

DATE: January 2016

TO: District Administrators

FROM: Janice Zmrazek
School Administration Consultant
School District Reorganization

SUBJECT: Petitions to Detach Small Territory from the District - (Wis. Stat. sec. 117.12)

This is the time of year when a district resident or property owner may submit a petition requesting to have property detached from your school district and attached to a different school district. Complete information regarding the detachment and attachment of a small territory initiated by a district resident or property owner can be found on the Department of Public Instruction's (DPI) website at <http://dpi.wi.gov/sms/reorganization>. Please review this information and share it with any interested district resident or property owner. A petition for detachment can also be printed directly from this site.

A property detachment petition submitted by a district resident or property owner must be filed with the clerk of the school district to which the territory is currently attached. **After validating the petition, the district must send a copy of the petition to the school board of the school district to which the territory is proposed to be attached and to me in care of the School District Boundary Appeal Board (SDBAB)** at the DPI, P.O. Box 7841, Madison, WI 53707-7841. **The clerk of a school district receiving a petition is also required to provide the petitioner with a written description of the procedures for school district reorganization,** which can be found at the website noted above.

Each affected school board must give the petitioner(s) an opportunity to meet with the board and must vote on the reorganization request during the month of February. If the request is denied by either district, the petitioner will have the opportunity to appeal the denial to the SDBAB.

The same territory cannot be the subject of a petition two years in a row. Please carefully review each new petition to see if it is a duplicate of one that was considered last year. If so, the petition is void unless both of the affected districts waive the time limit for its consideration (Wis. Stat. sec. 117.05(4)c).

If you have questions, please contact me at janice.zmrazek@dpi.wi.gov or (608) 266-2803.

Jz/dms